

St. Andrew's N.S.



Acceptable Use Policy

This policy should be read in conjunction with all other school policies.

Policy Ratified

28th February 2014

Table of Contents

Introductory Statement	2
School's Strategy	3
General	3
World Wide Web	3
Email	4
Internet Chat	4
School Website	4
Personal Devices	5
Legislation	5
Support Structures	5
Sanctions	5
Appendix 1: Parent/Guardian Permission Form Template	6

Introductory Statement

The aim of this Acceptable Use Policy is to ensure that pupils will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner.

Internet use and access is considered a school resource and privilege. Therefore, if the school's AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

It is envisaged that the AUP will be revised every three years or as the need arises given the ongoing developments in technology. The AUP should be read carefully by all in the school community and explained to pupils in an age appropriate manner, to ensure that the conditions of use are understood and accepted.

This revised version of the AUP was created on 28st February 2014 by Peter Mc Crodden in collaboration with the Staff ICT committee and other staff members.

School's Strategy

The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

General

- Internet sessions in school will always be supervised by a teacher or other adult.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- Pupils will be provided with training in the area of Internet safety using Webwise and other suitable resources from 2nd Class to 6th Class with guest speakers visiting the senior classes.
- Staff engage in CPD through collegiate collaboration and are afforded opportunities to attend training sessions facilitated by the ISPCC, Microsoft Education Centres etc. and hosted by our PTA.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis in liaison with our ICT consultant, Mr Michael Doyle.
- The use of personal memory sticks, CD-ROMs or other digital storage media in school requires a teacher's prior and explicit permission.
- Phones may not be used in school except in exceptional circumstances. This use must be under staff supervision and with the class teacher's prior and explicit permission.
- Pupils must treat others with respect at all times and must not undertake any actions that may bring the school into disrepute.

World Wide Web

- Pupils must not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable material.
- Pupils must report accidental accessing of inappropriate materials to the class teacher or supervising adult.
- Pupils must use the Internet in school for educational purposes only.

- Pupils must not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Pupils must never disclose or publicise personal information online.
- Downloading materials or images, not relevant to their studies, is in direct breach of the school's acceptable use policy.
- Pupils must be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.

Email

- Pupils must only use, where appropriate and necessary, approved class email accounts under supervision by or permission from a teacher.
- Pupils must not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- Pupils must not reveal their own or other people's personal details, such as addresses, telephone numbers or personal pictures/images.
- Pupils must never arrange a face-to-face meeting with someone they only know through emails or the Internet.
- Pupils must note that sending and receiving email attachments is subject to prior and explicit permission being received from their teacher.

Internet Chat

Pupils are not permitted to use any internet chat rooms and discussion forums in school. Any changes in policy regarding the use of internet chat rooms and discussion forums in school must be discussed as a whole staff and approved by the school's Board of Management.

School Website

- Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance with clear policies and approval processes regarding the content that can be uploaded to the school's website by a member of staff.
- In the above regard, the School Secretary is authorized to upload materials to the public areas of the website. Class and Support Teachers are only permitted to upload materials to the areas entitled Class Groupings, Green Group and Student Council etc.
- The School's website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- The publication of student work will be co-ordinated by a teacher. Pupils may not independently upload material to the school website.
- Pupils' work will appear in an educational context on web pages with a copyright notice prohibiting the copying of such work without express written permission.
- The school will endeavour to use digital photographs, audio or video clips in which pupils are unidentifiable.

- Students' Personal information including surnames, home address and contact details will be omitted from school web pages. The use of student initials only is permitted.
- Pupils will continue to own the copyright on any work published.

Personal Devices

Pupils may not use their own technology in school, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages or the unauthorized taking of images with a mobile phone camera, (still or moving).. Please also refer to the school's Code of Behaviour. Prior permission for specific purpose use of these devices is required from the class/support teacher

Pupils are prohibited from using their own personal devices to access the school Wi-Fi network.

Legislation

The attention of staff is drawn to the following legislation which is available online:

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

Support Structures

The school will inform pupils and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet through parent information sessions/information brochures.

Sanctions

Misuse of the Internet or other breaches of the school's AUP will result in disciplinary action. These actions may include written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion from the school. The school also reserves the right to report any illegal activities to the appropriate authorities.

Appendix 1

Parent/Guardian Permission Form Template

Please review the attached school Internet Acceptable Use Policy, sign and return this permission form to the Principal.

School Name _____

Name of Pupil: _____

Class/Year: _____

Pupil

I agree to follow the school's Acceptable Use Policy on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the school.

Pupil's Signature: _____ **Date:** _____

Parent/Guardian

As the parent or legal guardian of the above pupil, I have read the Acceptable Use Policy and grant permission for my son or daughter or the child in my care to access the Internet. I understand that Internet access is intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if pupils access unsuitable websites.

I accept the above paragraph **I do not accept the above paragraph**
(Please tick as appropriate)

In relation to the school website, I accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing children's work on the school website.

I accept the above paragraph **I do not accept the above paragraph**
(Please tick as appropriate)

Signature: _____ Date: _____

Address: _____ Telephone: _____